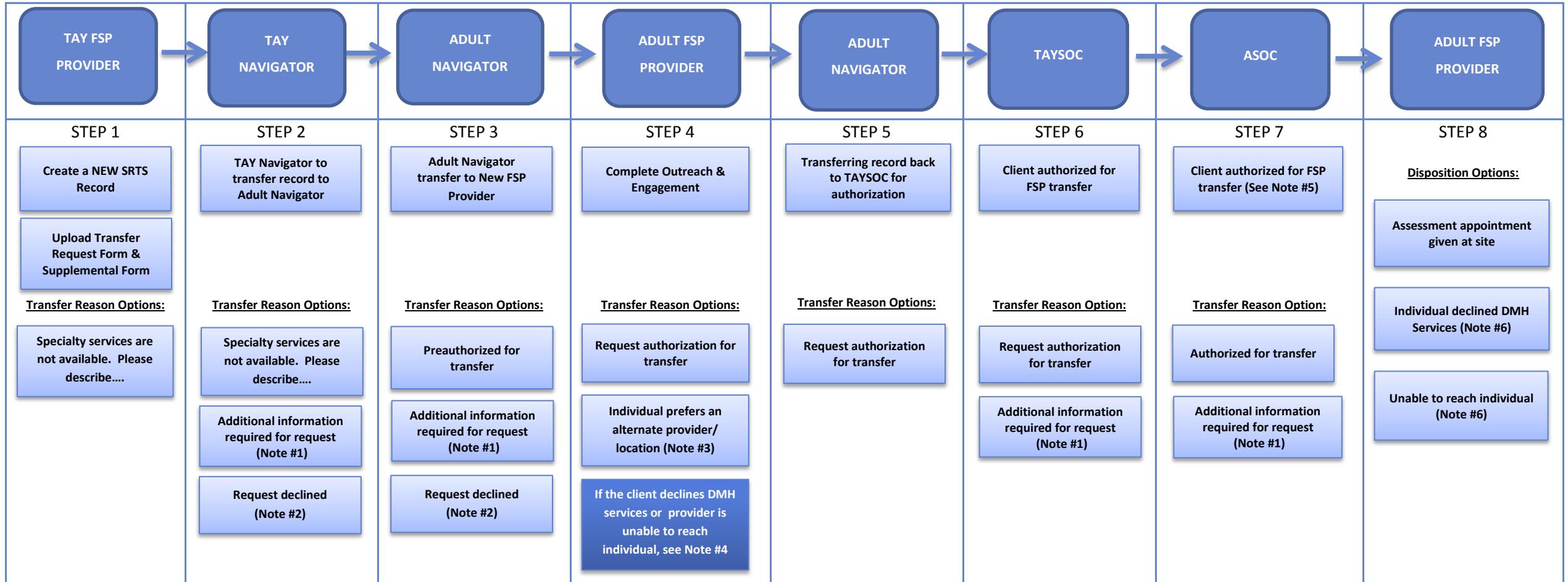


**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
SERVICE REQUEST TRACKING SYSTEM (SRTS)**

**TRANSITIONAL AGE YOUTH SYSTEM OF CARE (TAYSOC) FULL SERVICE PARTNERSHIP (FSP) SRTS WORKFLOW  
TRANSFER FROM TAY FSP PROVIDER TO ADULT FSP PROVIDER**



**Note #1:** If the Navigator, TAYSOC or ASOC needs additional information to determine approval for the request, they will transfer the record back to the FSP provider or Navigator with the transfer reason of “Additional information required for request.”

**Note #2:** If a request for transfer is declined, the Navigator will discuss linkage with FSP provider.

**Note #3:** If the client prefers another provider/location, transfer back to the Adult Navigator for linkage.

**Note #4:** If the client declines DMH services or the provider is unable to reach individual, the new FSP provider enters a disposition to close out the record, informs the new Navigator, who communicates with the old Navigator, and informs the original FSP provider to start Disenrollment from original authorized record.

**Note #5:** ASOC will inform TAYSOC, TAY Navigator, Adult Navigator, TAY FSP provider and Adult FSP Provider of successful authorization via email.

**Note #6:** If the FSP provider selects anything other than “Assessment appointment given at site” as a disposition, they must notify Adult Navigator and consider Disenrollment.